



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
National Institutes of Health

Memorandum

Date July 1, 1988

From Chairman, Source Selection Board

Subject Board Meeting:
July 13, 1988; 3 p.m.
NIH Building 12B, 2nd Floor Conference Room

To Source Selection Board Members,
NIH Total System Acquisition

With summer vacation upon us, it has proven to be virtually impossible to find a time when all board members can be present for a meeting. However, if we are to complete this acquisition on schedule (i.e., September 30, 1988), it is necessary that the board meet briefly at the time specified above. If you can not be present at the meeting, please communicate any concerns you may have relative to the planned actions by the board to Mr. Mark Haven, Executive Secretary, prior to the meeting. I will ensure that they are addressed by the board.

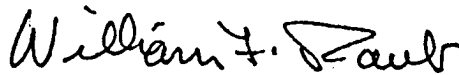
The purpose of the meeting is to discuss and resolve any concerns that we may have with the reports of the Technical and Cost Evaluation teams. Copies of these reports are enclosed for your review prior to the meeting (single red binder enclosed). The reports are well written and exceptionally thorough. The technical evaluation concludes that the proposed system and support services fully meet all mandatory and most of the optional requirements of the RFP in a very effective manner (i.e., subjective evaluation). The cost evaluation, which includes an independent audit report, concludes that the prices offered for the life of the contract (i.e., 10 years) are balanced and exceptionally good. Both reports recommend that final negotiations be conducted with the offeror and that a contract be negotiated based on the proposal as amended. The chairpersons of the Technical and Cost Evaluation Teams will be available at our meeting to provide clarification and discuss any concerns which you may have with the evaluation reports. Assuming concurrence, the board will recommend that the Contracting Officer initiate oral discussions with the offeror and conduct best and final negotiations. Following such negotiations, the board will meet once again to review and act on the best and final proposal.

Please bear in mind that these Evaluation Reports are strictly confidential, until the contract is signed, and treat them accordingly. I look

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forward to meeting with you on July 13. If all goes well, we will require only one more meeting sometime in August to complete this acquisition.

Thank you for your continued support and assistance.

A handwritten signature in cursive script, reading "William F. Raub".

William F. Raub, Ph.D.
Source Selection Official

cc: Contracting Officer
Project Officer